

**Workforce Investment Board of Lucas County
By the Authority of the Lucas County Commissioners**

**REQUEST FOR PROPOSAL
FY 06 - 07**

Workforce Investment Act-Title I

For the Selection of Contractor(s) for:

**One-Stop Operator
Including
Core Services**

**Issued by:
Lucas County Workforce Development Agency
1301 Monroe St.
Toledo, Ohio 43624**

**Eric J. Walker
Director, Lucas County
Workforce Development Agency**

The Lucas County Workforce Development Agency (LCWDA) is issuing this Request for Proposal (RFP) to solicit interested parties possessing the expertise and capacity to serve as One-Stop Operator for the Workforce Investment Board of Lucas County (WIB) as approved by the Board of Lucas County Commissioners (Commissioners). Proposal submissions for the Lead Agency will be for the operation of the One-Stop at existing site. Furthermore, satellites may be selected, if a need is determined, through the proposals received as a part of this process.

The expected term for a contract awarded under this solicitation will be approximately twelve (12) months beginning, on/about July 1, 2005 and ending June 30, 2006. The contract may be renewed at the sole discretion of LCWDA for an additional twenty-four (24) months if performance outcomes are successfully achieved.

The bidder selected will provide services to ensure the vision of the One-Stop system is implemented with seamless service delivery across programs and agencies as described in the Workforce Investment Act of 1998 ("WIA"). Recognizing the changes in the nature of employment and the workplace, WIA adds a new emphasis on workforce development.

RFP packages are available by contacting the undersigned at (419) 213-6300, Monday through Friday between 8:30 a.m. and 4:30 p.m. A bidder's conference will follow to answer questions regarding the RFP is scheduled for:

Date: Thursday, April 7, 2005

Time: 2-4 p.m.

Place: The Source, 1301 Monroe St., Toledo, Ohio.

Questions must be e-mailed to: ejwalker@co.lucas.oh.us before the bidder's conference by Thursday, April 7, 2005 at 2:00 p.m. **After the conference, no further questions will be entertained.**

Sincerely,

Eric J. Walker
Director
Lucas County Workforce Development Agency

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The Lucas County Workforce Development Agency ("LCWDA"), acting by and through The Board of Lucas County Commissioners ("Commissioners") and the Workforce Investment Board of Lucas County ("WIB"), is issuing a Request for Proposals ("RFP") to solicit an entity with the expertise and capacity to manage Local Workforce Area 9, Lucas County's One-Stop Center, better known as "The Source". The expected term for contract(s) awarded under this solicitation will be about twelve (12) months, commencing on or about July 1, 2005 through June 30, 2006 with a two (2) year renewal option possible at the sole discretion of the LCWDA, provided measurable performance outcomes are successfully achieved.

The objective of this procurement is to select an entity to effectively and efficiently manage and deliver the services at The Source.

Part I. GENERAL INFORMATION

The following information delineates the scope of work, definitions, and parameters for funding. It is expected that a bidder will incorporate this information in their proposal.

A. General Characteristics for the One-Stop Center

Objectives: To ensure One-Stop Certification by the WIB and the State of Ohio; to oversee and coordinate the day-to-day operations of The Source to ensure that jobseekers are matched with employment through Partners of The Source ("Partners"), providers, business and any activities sponsored by The Source; to track, compile, and oversee all necessary data including business services and the universal customer; to invoice all Partners per the terms of the WIB's Strategic Business Plan; to re-coup the actual costs of The Source; and to stock, secure, and maintain the equipment and materials available in The Source's Resource Room and other designated areas.

Scope of Work: (Direct services or sub-contracted)

LCWDA is seeking the services of a contractor who will assist in meeting the following objectives. Bidders must provide a description of how these objectives would be achieved as the operator of The Source. (See VI. Program Narrative - Statement of Work):

- Achieve and maintain One-Stop Certification under the WIB-defined performance goals and the State of Ohio Certification.
- Provide management services to The Source facility (ies), which will identify and reduce barriers to employment that may prevent individuals from finding and maintaining employment, or successfully completing training for careers with the potential of achieving self-sufficiency.

- Work with the Partners to coordinate the day-to-day operations of The Source facility(ies).
- Develop and maintain a menu of services for both the job seeker and businesses which use The Source to promote job matching.
- Become knowledgeable about the mission and performance standards of each Partner, and facilitate cross-training among the Partner agency staff.
- Facilitate cross referral and co-enrollment arrangements among facility Partners and other co-located entities.
- Report to the WIA Monitor all performance data, including the number served under each funding stream, as well as information about job seeker and business activity at The Source.
- Develop and manage a continuous improvement plan for The Source by soliciting and acting upon feedback from job seeker and business customers, the Partners, the community, the State of Ohio, and the WIB.
- Monitor the budget of The Source in coordination with the Lucas County Office of Management and Budget (“Fiscal Agent”) to ensure that all expenses are invoiced in a timely manner, and that all monies are expended effectively.
- Invoice each Partner’s share of The Source’s expenses as negotiated.
- Work with the community and the Partners to attract new and enhanced resources for The Source customers, including both businesses and job seekers.
- Pursue additional funding, as appropriate from federal, state, local, and private entities to expand the services and functions of The Source.
- Ensure that the policies and procedures of the WIB, the Commissioners, and the Fiscal Agent policies are effectively communicated and carried out.
- Negotiate, develop, and manage the Resource Cost Sharing Agreement in accordance with the Business Plan ensuring fair distribution of cost to all Partners based on the benefit each receives. (See state template at www.ohioworkforce.org)
- Act as The Source’s “mall manager” by maintaining and spearheading improvements in the physical plant, its equipment, and its furnishings.

- Contribute to the internal customer service of all staff assigned to the facility and promote teamwork among the Partner agencies.
- Represent The Source at meetings and events in Lucas County and in the region.
- Increase the percentage of business/community awareness and usage of The Source, and the services it offers as measured in annual surveys.
- Increase the documented Customer Satisfaction scores at The Source as computed on a yearly basis.
- Ensure that all areas of The Source meet the requirements of the Americans with Disabilities Act (ADA) and the regulations hereunder.
- Retain the oversight for providing training and capacity building to retain knowledgeable, motivated, and capable staff and Partners within The Source.
- Establish and maintain regular meeting schedules with the subcontractor(s) of the successful bidder, if applicable, Partner agencies, the WIB and its One-Stop Committee, and the WIA administrative entity to help achieve mutual goals and responsibilities.

B. Guiding Principles

Workforce Investment Board of Lucas County: Mission, Vision and Values

The *mission* of the WIB is to provide leadership for the development of a comprehensive workforce system that brings together job seekers, employers, workers, educators, government and other partners to strategically increase the economic viability and quality of life in Lucas County/NW Ohio through planning, partnership, and effective resource management. Our *vision* is to be a valued resource to organizations and systems pursuing strategies designed to enhance the capacity, skill and well-being of our present and future workforce.

Values of the WIB

Customer Service: We believe that superior customer service to our employer and job seeker customers, Partners and stakeholders is paramount to our being successful in the Northwest Ohio market.

Partnership: Partnership is essential to the effective implementation of our mission. We believe that organizations working together, in a collaborative effort, create synergy towards efficiently meeting community needs.

Stewardship: We assume full responsibility for the resources and responsibilities that are within our purview. We understand that through conscientious and shared oversight, we can effectively generate the results our customers and stakeholders expect from their local workforce system.

Continuous Quality Improvement: We embrace ongoing innovation and transformation as a means of continuously improving the quality and sustainability of our results.

Results: Because results are what we are accountable for, we believe in the importance of systematic measurement and evaluation of effort to ensure that the plans and strategies adopted by The WIB produce the right results.

Roles and Responsibilities of the Lucas County Workforce Development Agency.

The purpose of this section is to clarify the roles and responsibilities of The Source's Operator ("Operator") and LCWDA. It is the responsibility of LCWDA as the administrative entity of WIA to work with the WIB relative to the operation of the One-Stop system in Lucas County. In this capacity it has been assigned the following roles and responsibilities as approved by the WIB:

- **Policy Guidance:** The LCWDA retains the responsibility for interpreting and implementing federal and state policy guidance.
- **WIB and Related Committee Support:** LCWDA will provide administrative and logistical support to the WIB, along with all of its subcommittees.
- **Elected Officials Liaison:** LCWDA will be the primary point of contact between the One-Stop System and the local elected officials.
- **State/Federal Liaison:** LCWDA will be the primary point of contact between the One-Stop System and state and federal oversight bodies.
- **Marketing:** The LCWDA retains the oversight of the marketing of the One-Stop System, in coordination with the Operator and other

Partners. LCWDA will have final approval over marketing campaigns, slogans, or logos used in Lucas County.

- **Rapid Response Activities:** LCWDA retains the responsibility to provide Rapid Response Services to businesses that employ Lucas County residents. Rapid Response activities include: providing affected workers with information about WIA Services; providing referrals to the Operator, subcontractors, and other Partners as appropriate; and, coordinating on-site WIA Registration sessions, as requested by the businesses.
- **Identify System Needs and Address Service Gaps:** LCWDA reserves the right to issue RFPs and contract for additional services without the consent of the Operator, based on the identification of service gaps in the One-Stop System.
- **Monitoring of Program Records:** LCWDA will retain the responsibility for local monitoring of all WIA programs and activities performed by the One-Stop Operator and Subcontractors. The WIA Monitors will have access to all files, data bases, and computer programs necessary to evaluate program compliance and effectiveness.
- **Information Updates:** LCWDA will ensure that the Operator, along with any other subcontracted entities, provide data and other support as requested by the LCWDA or the WIB.
- **Eligible Training Providers:** LCWDA will be responsible for the identification and approval of all training vendors who apply to be Eligible Training Providers of WIA training funds in Lucas County.
- **Labor Exchange Services:** LCWDA will retain general oversight of job and business development for the workforce system.

Roles and Responsibilities of the LCWDA Administrative Entity, including its service providers, in Coordination with the Fiscal Agent.

The purpose of this section is to clarify the roles and responsibilities of the LCWDA, in coordination with its Fiscal Agent relative to the fiscal management of WIA funds. These roles and responsibilities include:

- **General Management of Funds:** On behalf of the Commissioners, the Fiscal Agent will manage and disburse any federal, state, and local funds used to support the Lucas County WIA system.

- **Funds Utilization:** Successful bidders must comply with the limitations on funds utilization that are outlined in the WIA legislation.
- **Payment of Contracts:** Successful bidders will be paid according to services rendered, as contracted by the LCWDA, and tied to LCWDA goals.
- **Invoices:** Successful bidders must submit invoices on a monthly basis.
- **Unallowable Project Costs:** Fiscal Agent will not pay for unallowable project costs. Unallowable costs are defined as costs that were not part of the negotiated project budget, or prohibited by local, state, or federal regulations.
- **Monitoring of Program Records:** LCWDA and Fiscal Agent will retain the responsibility for local monitoring of all WIA programs and activities performed by the Operator and any of its subcontractors. These monitors will have access to all files, data bases, and computer programs necessary to evaluate program compliance and effectiveness.

Note: The above roles and responsibilities and/or the Operator's contract may be changed as:

- Final regulations and procedures are developed by the U. S. Department of Labor;
- State Law and requirements are enacted and implemented covering the State's workforce development system, and
- Local direction and procedures are adopted by the WIB and/or Commissioners. (Note: Changes in the "Agreement By and Between Board of Commissioners of Lucas County, Ohio and the Workforce Investment Board of Lucas County" regarding roles and responsibility will supercede anything written here.)

C. Funding Period / Period of Performance

The funding period for contracts awarded under this solicitation will be approximately twelve (12) months commencing on or about July 1, 2005, ending on June 30, 2006, provided performance remains acceptable during that period. Any contract awarded under this RFP at the sole discretion of LCWDA will include an option to renew for up to an additional two-year period at the sole discretion of LCWDA contingent upon successful performance and the availability of funding. (Funds will be certified by Fiscal Agent annually for each fiscal year).

D. Governing Authority

Acceptable proposals will meet the specifications contained in this RFP, the requirements of WIA, the WIB's 5-year Strategic Business Plan, Advance Ohio's Unified Plan, and all applicable policies and regulations. It is incumbent upon bidders to familiarize themselves with these documents during proposal development. Reference copies are available for review at the Lucas County Workforce Development Agency, 1301 Monroe St., Toledo, Ohio 43624 or on-line at www.ohioworkforce.org.

E. Funding Available

The LCWDA will make sufficient funding available to deliver the services requested in this RFP. The bidder is responsible for submitting a reasonable estimate of total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in funding received. The LCWDA plans to issue one (1) contract for about \$600,000. One-Stop cost will be charged based upon the numbers of each type of participants actually served, however, our approximate projections of expenditures based on funding streams are: Adult 59%, Dislocated Worker 29%, Administration 10% and 2% for Youth. (**Note:** Dislocated Workers may be served under either fund. If they are served under Adult funds, then Adult Performance Standards apply, not Dislocated Worker standards. See "Workforce Investment Act, Title I State Level Performance Measures" in the *Attachments* to the RFP.) Any cost attributable to WIA Youth must be reported as WIA youth expenses. Activities defined as WIA Administration in 20 CFR 667.220 (a) must be reported and charged as WIA Administrative costs.

F. Type of Contract

Contracts will be negotiated on either (1) a cost reimbursement with a demonstrated performance basis; or (2) a fixed unit priced, performance based contract; or (3) a combination of both.

The "boiler plate" of required contract language that will be included with the statement of work for the contract executed under this solicitation will be made available at the bidders' conference. The bidder is strongly encouraged to review this contract to ensure that this boiler plate language will not prohibit contract execution after the proposal is written, submitted, and selected for funding.

Due to the nature of the funding sources, potential changes in legislation and policies, and performance achieved, bidders are advised that any contract awarded under this RFP may be modified to incorporate such changes, system-wide adjustments in the delivery system, or any activities provided with a 30-day written notice.

G. Rating of Proposals All proposals submitted will be evaluated on a point system. Points will be awarded based on the following table of criterion:

<u>CRITERION</u>	<u>CORRESPONDING SECTION(S) OF RFP</u>	<u>Maximum POINTS</u>
Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds. Bidder's administrative environment and fiscal responsibility.	Budget	20
Previous successful experience in operating similar programs. Qualifications of bidder's personnel who will be providing the activity. Ability to leverage other funding	Organizational Capabilities	10
Completeness and quality of planned program's activities and services for job seekers and businesses.	Service Delivery	25
Extent to which the proposed program's design incorporates business, One-Stop staff, providers, and community partners.	Coordination Strategy	10
Bidder's plan to meet/maintain State of Ohio and WIB-defined certification standards.	One-Stop Certification	20
Bidder's plan to achieve goals, track clients and meet performance standards.	Outcome Reporting	15
TOTAL POINTS		100

Total of 100 Points Possible - Must Score 70 or More Points to Qualify. Proposals receiving a minimum average score of 70 points on the written evaluation will advance to the oral evaluation process before the WIB.

H. Oral Evaluations

An oral evaluation process will be conducted, consisting of:

- Presentation by bidder not to exceed 10 minutes;
- Questions and answers about the proposal.

Bidders will be scored by the WIB on the following:

ORAL EVALUATION		
Category	Points Available	Points Earned
Capability of management to effectively handle the risks associated with operating a center	25	
How services and/or products will be accomplished within the financial resources available to the center	25	
How revenue will be generated to increase number of customers and/or services	25	
The marketing strategy planned to capture, keep and increase the customer flow	25	
TOTAL	100	

Total Maximum Score

100

The written and oral scores will be added for the overall evaluation score of a proposal. Proposals will be ranked by overall score.

Review Panel Composition

The oral review panel shall be made up of members of the WIB, unless such board member has a conflict of interest as outline in the RFP "Conflict of Interest Statement" and the WIB By-Laws.

I. Questions

All questions regarding this RFP may be submitted via E-mail to the following individual: ejwalker@co.lucas.oh.us before the bidder's conference by April 7, 2005 at 2:00 p.m. **After the conference, no further questions will be entertained.**

J. Procurement Timetable

Procurement Action

Date

Publish Legal Notice of the RFP

March 13, 18 - 20 and March 23, 2005

RFP Packets Available

Friday, March 18, 2005
Lucas County Workforce Development
Agency
"The Source"
1301 Monroe St. Toledo, Ohio
Or on-line:
www.co.lucas.oh.us/wda

Bidders' Conference

Date: Thursday, April 7, 2005
Time: 2-4:00 p.m.
Place: Lucas County Workforce
Development Agency
1301 Monroe St., Toledo, Ohio
Room 3
Phone: (419) 213-6300

Proposals Due

Thursday, April 28, 2005 by 4:00 p.m.

Presentations to the WIB

Thursday, May 19, 2005, 8:00 a.m.

Approximate Announcement of Award

Tuesday, May 31, 2005

Contract Negotiations Begin After

Wednesday, June 1, 2005

Approximate Date Services Begin

Friday, July 2, 2005

(Subject to contracts being finalized and approval of County Commissioners)

All time shown is local. The LCWDA reserves the right to adjust the schedule or to extend any published deadline in this RFP upon notification to those who have attended the bidder's conference. All potential respondents are **strongly encouraged** to attend the bidders' conference since this will be the best opportunity for having technical and other concerns addressed. A copy of the contract boilerplate will be distributed at the bidders' conference.

PART II: BACKGROUND INFORMATION

The Lucas County Workforce Development Agency

The LCWDA is the designated administrative entity with the Lucas County Office of Management and Budget as the Fiscal Agent, and is the state sub-grantee for the Local Workforce Area 9, Lucas County. As such, the LCWDA oversees the delivery, planning, and implementation of workforce development programs in Lucas County and is recognized as the primary agent of workforce development services for employers, new workers, career changers, laid-off workers, and youth.

The LCWDA receives policy guidance from the WIB, a board of directors, comprised of Commissioner-appointed members representing business, economic development, education, organized labor, community based organizations, veterans, social services, state and local government agencies, and Partners. The WIB provides overall guidance, strategic planning, and coordination for the workforce development system in Lucas County on matters pertaining to the provisions of services under the Workforce Investment Act.

The Commissioners, WIB, and LCWDA envision a county where every person maximizes his or her full potential and where all employers have the human resources to grow and prosper.

The goals of the WIB and the LCWDA are to:

- ♦ Create a workforce development system that produces a well-educated and highly skilled workforce prepared for the careers of the future.
- ♦ Develop a labor market system that provides job seekers, under-employed workers, students, out-of-school youth, and employers with the labor market and training information needed to make informed career decisions.
- ♦ Coordinate a delivery system that provides easy access to training and support for individuals in need of developing or upgrading their skill set to be competitive in the current labor market.
- ♦ Implement a governance system that focuses on unified planning, continuous improvement, accountability for results, and quality control.
- ♦ Promote universal recognition of Lucas County's system for workforce development and intervention strategies as innovative and cutting edge in addressing the urban challenge.

Legislation

Recent federal and state legislation has redirected welfare programs and the workforce development system to merge into an integrated system with similar goals and objectives. The focus is on providing value-added services to local employers by preparing job seekers for employment, assisting individuals to successfully transition from welfare to work, and providing continuing services that promote job retention, career development, life-long learning and economic

self-sufficiency.

Workforce Investment Act. The federal Workforce Investment Act of 1998, P.L. 105-220, was enacted in August 1998 to consolidate, coordinate and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIA restructures approximately 60 workforce development programs into an integrated workforce investment system that can better respond to the employment needs of its customers—employers as well as current workers, unemployed workers, workers laid-off due to restructuring or downsizing, and new entrants to the labor force. (See <http://usworkforce.org> , <http://www.doleta.gov/> , <http://www.co.lucas.oh.us/wda> , or <http://www.ohioworkforce.org> for more information on WIA.)

WIA envisions a workforce investment system that is built around seven key principles:

Streamlining Services: Integrating multiple employment and training programs at the “street level” through the One-Stop delivery system. Integration will simplify and expand services for job seekers and employers.

Empowering Individuals: Customers will be empowered to obtain the services and skills they need to enhance their employability. Empowerment will be accomplished through Individual Training Accounts and access to consumer reports, which will provide customers with information about training providers’ services and performance.

Universal Access: Through the One-Stop System, every customer will have access to a set of core employment related services.

Increased Accountability: Providers of service will be held accountable for meeting employment related performance measures. Providers’ continued access to funding is directly related to their performance.

Local Oversight: Local boards (such as the WIB) with involvement from the private sector will be responsible for local program planning and oversight of the local system. Input from the local level is to be utilized at the state level for statewide planning.

Local Flexibility: WIA provides local flexibility to improve systems and encourages innovative and comprehensive workforce investment systems. Local partners play a key role in policy development that is customized to meet the needs of the community.

Improved Youth Programs: WIA seeks to expand youth programs by encouraging a close connection to the local labor market and communities with strong connections between academic and occupational learning.

Youth development activities, employment and training services, and links to local and statewide initiatives are all components of WIA youth programs.

The cornerstone of the new workforce investment system is a One-Stop service delivery system. This delivery system is the mechanism through which programs and services are integrated. This One-Stop delivery system offers a three-tiered approach. **The first tier, Core Services**, is universally available to all interested persons and provides high-quality computer-assisted informational services and other self-service activities which customers can access on their own to assist them in obtaining employment. **The second tier, Intensive Services**, provides more intensive, case management centered service delivery, which offers a broad array of more in-depth services such as comprehensive assessments, productivity seminars, skills upgrade training, educational services and job placement services. **The third tier, Training Services**, provides literacy services, occupational skills training via vouchers to local public and proprietary schools, on-the-job training, and customized training.

Service Eligibility

Job seekers enter the system at Core Services. To move to Intensive Services they must (1) be unemployed **and** unable to obtain a job in Core Services, and be determined to need Intensive Services; **OR** (2) working, but not self-sufficient. To be eligible for Training Services the job seekers must have passed through Core Services and Intensive Services and not have found a job. Additionally, they must apply for Free Application for Federal Student Aid (FAFSA) and seek training in a demand occupation. (Meeting the level for self-sufficiency only applies if the person is working and is a priority if the funds are limited.)

WIA also identifies a number of mandatory Partners. These required Partners must make services available to customers through the One-Stop Centers. Required partners include: Welfare-to-Work, Job Corps, Wagner-Peyser, Division of Rehabilitation Services, Department of Social Services, Title V of the Older Americans Act, post secondary vocational education under Carl Perkins Vocational and Applied Technology Education Act, Trade Act, Veteran Services, Community Service Block Grant, Department of Housing and Urban Development, Unemployment Compensation, and adult education and literacy.

Accordingly, the WIB is focusing on creating and maintaining a comprehensive, integrated, workforce development system that utilizes the One-Stop Center as the primary vehicles for delivering workforce services to the public. The board is responsible for creating a workforce development strategic plan, providing policy direction and program administration guidance to the workforce investment system.

Target Populations Definitions:

a. Adults :

Individuals who are 18 years or older and are United States citizens or eligible to work in the United States. Males' aged 18- 25 must have registered for Selective Service.

b. Dislocated Workers/Displaced Homemakers:

Individuals who:

- Have been terminated or notified that they will be terminated from their jobs due to a plant/business closing or substantial reduction in force.
- Are unlikely to return to their previous occupation/position at a comparable pay rate.
- Have been self-employed, but because of economic downturns are now unemployed.

Displaced Homemaker: An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member, but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. A spouse of a Dislocated Workers may qualify for services under this category.

c. Youth

WIA eligible Youth must meet the following eligibility criteria:

- Citizens or legal residents of the U.S. ,
 - Low-income youth ages 14-21, **and**
 - Meet at least one of the six (6) barriers defined in WIA.
- "Younger Youth" are aged 14-18. "Older Youth" are ages 19-21.

While this contractor will not provide direct programming to youth or Dislocated Worker/Adult registered WIA customers, they must demonstrate how they will incorporate current WIA Title I Participants into the One-Stop as required.

Youth and the One-Stop Partnership: The One-Stop system provides workforce development services to adults. Youth vendors will be expected to engage in partnerships to provide additional resources and services to Youth. Specifically programs serving youth, ages 18 – 21 years old should be actively participating with the One-Stop partners to ensure that these Youth have access to the full range of services available through the WIA Adult services which are available to individuals who are at least 18 years of age.

PART III: Additional Terms and Conditions

Compliance with the State's seventeen (17) mandated performance standards are required for WIA registered participants. Proposals will need to demonstrate

that design and delivery of services will lead to successful performance measures, as outlined in WIA. Priority will be given to respondents who are willing to accept the following performance outcomes (See Attachment “Workforce Investment Act, Title I State Performance Measures”).
If the US DOL replaces the current WIA Performance Measures with Common Measures, the Operator will be responsible for complying with these standards.

Option Clause

Proposed programs or services received and accepted under this RFP may be renewed, increased or reduced at the sole discretion of LCWDA without the need of a subsequent RFP. The length of an Agreement will be at the discretion of LCWDA and is subject to extension and/or termination throughout the term of the Agreement.

Bidders are encouraged to submit separate cost information (using the line item budget and cost analysis forms) regarding possible options for extensions of services; however, LCWDA, at its sole discretion, may choose to exercise these options for additional services or extensions of contracted training services. (See Proposal Requirements). Extension of term or options for additional services cannot be considered unless costs and prices associated with them are included in the proposal.

Joint Ventures

Bidders who intend to subcontract any portion of their program services to another entity are encouraged to develop their proposal in conjunction with the related partner so that it reflects this joint venture. Organizations and agencies are also encouraged to form collaborative relationships to create innovative training programs or services. Examples: non-profit organizations having a mutual interest in a targeted population. Any joint venture proposed must contain a letter signed by the partners specifying their relationship. Bidders must also submit current biographies on all personnel operating under the agreement.

LCWDA reserves the right to reject any and all proposals and to request revisions in specific proposals that demonstrate overall potential for accomplishing funding objectives.

Decisions of the Commissioners are final.

PART IV: PROPOSAL PREPARATION INSTRUCTIONS

A. Who Can Submit a Proposal

All public or private not-for-profit corporations, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least two (2) years may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal. **(NOTE: Local educational agencies who are**

currently, or plan to be, Eligible Training Providers under WIA may NOT apply due to the conflict of interest.)

Each bidder is advised that the LCWDA will hold the successful bidder totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP achieving the contracted performance outcomes. The successful bidder may subcontract with other entities with prior approval of the LCWDA, however bidders must adhere to all federal, state, and local law. A proposal that includes subcontracting *all* activities and services in this RFP to other agencies will not be considered responsive to this RFP.

No entity may compete for funds if: (1) the entity has been barred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with the LCWDA have been terminated for cause; or (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services to any governmental entity.

B. Minimum Criteria

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) original proposal, seven (7) copies and a computer disk on which the proposal has been saved (The bidder should note on the disc what program the proposal is saved in, e.g., Word '00) must be received in the LCWDA 's office (1301 Monroe St. Toledo, Ohio 43624) **by no later than the due date and time shown in the Procurement Timetable of this RFP.** The timely delivery of a proposal is entirely the responsibility of the bidder. Proposals postmarked on or before the proposal due date but delivered after the due date or time will not be considered. Proposals hand delivered after the due date or time will not be considered.
- 2) The original proposal must be manually signed by an official authorized to represent and bind the proposing agency or entity and should be marked **“original”**.
- 3.) The program narrative-Statement of Work is limited to twenty (20) double-spaced, single sided, 8.5 inch x 11 inch pages with a minimum of a one (1)-inch margin, using a 12-point font. The applicant may provide attachments. (See Checklist for Attachments)
- 4) Proposals must be presented in the same order as set forth in “Proposal Format” below and contain all information requested.

Bidders must demonstrate an understanding of the One-Stop service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

Bidders are advised and urged not to include additional brochures or materials which are not requested. Such materials will be disregarded in the evaluation process. Failure to answer questions or include attachments will lower the proposal's rating.

Giving incomplete or erroneous information or withholding important information could result in disqualification of the proposal, or, later, termination of any contract that has been awarded.

(NOTE: Any proposal not meeting these minimum criteria will be returned to the bidder. and the bidder will have forty-eight (48) hours from the time of receipt to return the document)

C. Proposal Format

I. COVER PAGE

Bidders must complete the form "Cover Page" in Attachment A and submit it as the first page of their proposal package. (The "Checklist of Items to be Returned with Proposal" should follow Attachment A.)

II. EXECUTIVE SUMMARY

The Executive Summary shall not exceed one page, using a 12-point font, with a minimum of one (1) inch margin.

The vision of who will do what must be included. The Executive Summary must describe the customers, (both businesses and jobseekers), how they will be served and how they will benefit as a customer of The Source. The vision should show where the bidder's organization will be once the mission has been accomplished.

Bidders must include a short mission statement. Also a description of the intentions and purpose of the organization and the means or methods by which the vision will be accomplished must be included. This is a philosophical statement that explains to customers and others how the bidder's activities will be conducted and what will be accomplished.

III. REPRESENTATION, ASSURANCES, AND CERTIFICATION

Attachment B, "Representation, Assurances and Certification", contains certifications and acknowledgements that must be given by an authorized

representative of the bidding entity. This form should be completed and submitted as the second and third page of the bidder's proposal package. Attached to these pages should be a copy of the bidder's organization's Articles of Incorporation (if applicable) with a listing of current principal officers of the bidder's organization and its statutory agent (if applicable) along with a certificate of good standing from the Secretary of State (if applicable). Also attach a copy of the bidder's most recent financial statements.

IV: NON-COLLUSION CERTIFICATION

Complete the Non-Collusion Certificate (Attachment C) and attach it to the proposal after the "Representation, Assurances and Certification."

V: PROPOSED PROJECT BUDGET

Bidders must submit a detailed line item budget for their proposed project's period of performance, as well as the cost analysis worksheet. To assist with this process, this RFP includes information regarding completion of the cost analysis worksheet. In doing this, please complete Attachment E and submit it after the Non-Collusion Certificate attachment.

NOTE: The project budget and narrative submitted by a prospective subcontractor as part of the proposal will be used as a preliminary assessment of costs and project value. However, additional budget details will be required from the successful bidder prior to the execution of a contract.

Budget Narrative

Discuss here any items that need explanation. Please provide a *brief* description for each budget item. The budget narrative should not exceed two (2) pages.

NOTE: If the bidder is receiving another source of funding, it will have to submit a cost allocation line item budget showing the percentages of those funds being allocated to this proposal.

VI. PROGRAM NARRATIVE-STATEMENT OF WORK

The program narrative should describe how the bidder would accomplish the One-Stop Operator's goals and objectives, as identified in the **Scope of Work** (page 4). Statements should be concise and specific, conveying to the reader that the bidder understands the approach to be followed and the responsibilities inherent within. The narrative must be presented in the following outline. The headings used below MUST BE USED IN THE NARRATIVE IN THE ORDER GIVEN.

Table of Contents: Submit a Table of Contents to begin the Narrative section of the proposal package.

Narrative must not exceed twenty (20) typewritten pages, be double spaced using a 12-point font, and minimum of one (1) inch margin.

STATEMENT OF WORK

A. Organizational Capabilities (10 points)

- Describe bidder's organization demonstrating its ability to perform the services it proposes.
- What services are currently offered by bidder's organization?
- Briefly describe bidder's organizational structure, and how that structure is tailored to meet the program objectives and design. Provide an organizational chart. If bidder has never provided the proposed services, describe any comparable previous experience, or any special or technical skills and resources bidder's organization infrastructure that makes it especially capable of successfully providing the service.
- Personnel – provide a description of personnel who will be directly involved in the proposed project; the extent of involvement in terms of time, providing percentages; and the organizational responsibilities for day-to-day operations, as well as the reporting and monitoring of data.

Include in attachments:

1. Staff biographies summarizing education, experience in relation to similar projects and number of years (One paragraph per, maximum ½ page for biographies).
 2. Key Staff Licensures (if applicable)
 3. Job Description for each position to be funded
- Indicate which staff positions will be responsible for managing The Source, maintaining staffing and scheduling at The Source, reporting and monitoring of data, monitoring the budget, preparing the facility for State One-Stop certification, and improving customer service.
 - Describe the time it will take to organize the facility, develop a continuous improvement program, and achieve and maintain State One-Stop certification and WIB-defined performance goals.
 - Describe relevant activities that bidder's organization has delivered in the last three (3) years. Include information on the population served, results, placement rates, and placement wages (where applicable). Identify the grantor of these activities.

B. Service Delivery (25 points)

Program Description

- State the program goals and objectives.
- Provide an overview of the program services bidder will provide

- Explain how these services provided will lead to the successful attainment of the program goals and objectives.

Target Population

- Describe how bidder plans to serve the universal customer.
- Describe procedures bidder plans to utilize to ensure the success of the target population. Include the strategies bidder would use, as appropriate, to address their needs.
- Describe how outreach and recruitment will be conducted.

C. Coordination Strategy (10 points)

One-Stop Coordination

- Include a timeline specifying goals within the **Scope of Work**, identifying the amount of time that would be needed to achieve each goal, the plan to accomplish each goal, benchmarks, and any other pertinent information needed to describe how the completion of the goal will be determined. Indicate start and end dates, along with the evaluation method used to determine the success of each goal.
- Provide information describing the relationship bidder's organization currently has with the Partners, and how bidder would develop working arrangements with the Partners in order to provide quality management of The Source.
- Provide a detailed description of how bidder would manage customer flow, refer job seekers for WIA Title I registered services, and facilitate cross referrals and co-enrollments with the Partners.
- Provide a description of how bidder would organize and maintain a staffing schedule, and how bidder would coordinate the efforts of the current Partner staff workers with members of bidder's organization.
- Provide a description of how bidder would maintain The Source regarding building issues as security, maintenance, parking, etc.
- Provide a cross-training plan for the Partners, describing how bidder would organize the cross-training, and how the cross-training would be used to facilitate inter-agency cross-referrals and co-enrollments.
- Provide a continuous improvement plan for The Source, and explain how this plan would utilize the feedback from business and job seeker customers, the Partners, the WIB, and the community.
- Provide a plan to monitor the budget of The Source, in coordination with the Fiscal Agent, and explain what avenues bidder would pursue in order to receive additional funding to expand the services and the functions of the facility.
- **NOTE:** Letters of Coordination and/or Linkages, if applicable, must identify working relationships with community service agencies, schools, businesses, or other organizations. **LETTERS OF SUPPORT WILL NOT SUFFICE.** (Submit these as an attachment to the proposal package).

D. One-Stop Certification (20 points)

Describe how bidder will facilitate and/or document meeting and/or maintaining at least Level 2 One-Stop state certification. (See State Web site www.ohioworkforce.org) in the following areas:

Service Delivery

Business Plan Document

- Core Services
- Intensive and Training Services
- Resource Sharing (Budget Information)
- Referral Methods
- General Provisions
- Required One-Stop Partners

Resource Center (Universal Services)

- Layout, Materials and Equipment
- Public Workstations
- Phones (including UI Phone Bank)
- Computers including ADA Accessibility

One-Stop Operations

- General Policies
- Leadership
- Strategic Planning
- Customer and Market Forces
- Information and Analysis
- Continuous Improvement
- Human Resource Focus
- Process Management
- Labor Market Information

Facility

- Exterior
- Interior

ADA

- Exterior
- Interior Amenities
- Resource Center
- Accommodations

E. Outcome Reporting (15 points)

Client Tracking and Performance Standards

- Describe how bidder will input and track data in the State of Ohio reporting system (i.e., SCOTI Labor Exchange) to report the activity of target population.

- Describe the Management Information System bidder will utilize to ensure quarterly reports are submitted to grantor and how bidder will interface it with the State MIS system requirements.
- Describe how bidder will facilitate meeting WIB defined performance and federally defined Performance Measures for participants. (Federal Performance Measures subject to implementation of Common Measures for universal customer.)

PART V: POLICY AND PROCEDURE

Proposal Information

The policies and procedures described in this RFP constitute the official written policies and procedures of the LCWDA, the WIB, and the Commissioners, and supersede any oral representations relating to the matters contained herein.

Bidders should not place reliance on any oral representations, which do not correspond to these written procedures.

Procurement and Contracting Process

Procurement Policy and Procedures:

Completed proposals are reviewed by LCWDA staff and rated by the WIB. The WIB selects the Operator with agreement of the Commissioners. The Commissioners, in public meeting, makes all final decisions. Upon their determination, the LCWDA will notify bidder's organization each bidder of the decision reached on its proposal.

Information included in a proposal becomes public information once it is submitted to LCWDA. LCWDA may release proposal contents to requesting entities or individuals.

Issuance of this RFP does not commit LCWDA or the Commissioners to award a contract or to pay any cost incurred in the preparation of any proposal.

LCWDA and the Commissioners reserve the right to:

- Accept or reject, in whole or in part, any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Proposal.

Dispute Resolution for RFP Process

Any bidder with a dispute arising from the LCWDA's procurement process should make a formal protest in writing to:

Eric Walker, Director
Lucas County Workforce Development Agency
1301 Monroe St.
Toledo, Ohio 43624

A dispute should be initiated within five (5) working days from the date on which the bidder receives written notice from LCWDA of a procurement decision that adversely affects the bidder. A dispute should state all relevant facts and propose a specific remedy.

The LCWDA Director will provide a written response to the bidder within ten (10) working days of receipt of the dispute.

If the Director's decision does not resolve the issue, the bidder may use formal complaint procedures as provided by the State of Ohio.

Any protest or complaint which alleges discrimination on the basis of race, color, gender, religion, national origin, age, disability, or political affiliation or belief, shall be processed in accordance with the procedures described by the Ohio Department of Job & Family Services and the U.S. Department of Labor Center for Civil Rights. These procedures require a written complaint to be filed within 180 days of the event giving rise to the complaint.

General Specifications

Records:

The successful bidder shall retain all records pertaining to the contract and program for a period of three (3) years. These records include but are not limited to financial, statistical, property, and client records, contracts, and sub-grant agreements and supporting documentation. Records for nonexpendable property shall be retained for three (3) years after final disposition of the property. Records must be retained beyond the three-year period if any litigation is begun, an audit has not been completed, nor if a claim is instituted involving the contract covered by these records. In these instances, the records will be retained until the litigation, audit, or claim has been fully resolved. The three-year retention period for individual participant records will begin on the date the participant is terminated from WIA.

Subcontracts:

Successful bidder shall not subcontract the WIA activities unless as described in this proposal. Any provider subcontracts entered into by the successful bidder relating to the WIA-funded activities are subject to review and shall be made

available on request by the LCWDA Department and the Fiscal Agent. The successful bidder shall be responsible for the actions of its subcontractors.

Use of Federal Funds:

The successful bidder shall comply with the administrative requirements and procedures established under the United States Office of Management and Budget (OMB) Circular which is applicable to their organization (e.g., OMB Circular A-102 (Common Rule) as codified in 29 CFR Part 97; A-87; or A-133) concerning the application, acceptance, audit, and use of federal funds, except where such administrative requirements and procedures have been specifically superseded by State of Ohio policy or by the WIA Act and Regulations.

Compliance Monitoring:

The LCWDA and the Fiscal Agent will monitor expenditure and client enrollment rates monthly. Continued failure to meet planned specifications may result, after notice, in de-obligation of contracted funds and/or termination of the contract.

The activities actually provided under the contract must be consistent with the program design, curriculum or service plan, staffing, facilities and equipment, books and supplies, performance standards, level of service, statement of work, and budgetary information described or incorporated in the contract. The LCWDA will monitor whether the actual program activities are in compliance with the contract terms.

Access for Monitors:

At any time during the normal business hours, and as often as the LCWDA, the Ohio Department of Job & Family Services, the Fiscal Agent, the U.S. Comptroller General, and/or the Auditor of the State of Ohio may deem necessary, the successful bidder shall make available to the LCWDA for examination all of its records with respect to all matters covered by the contract. The LCWDA, Ohio Department of Job & Family Services, the Fiscal Agent, the U.S. Comptroller General, and the Auditor of the State of Ohio shall have the authority to audit, examine, and make excerpts or transcripts from records.

“Records” refers to all data relating to all matters covered by the contract. “Records” includes all books, journals, contracts, invoices, vouchers, receipts, checks, materials, payrolls, records of personnel, and conditions of employment.

“Records” also includes all clients’ records and reports generated under the contract, including tests, assignments, grade reports, attendance and tardiness reports, evaluations, report cards, transcripts, records of disciplinary or academic action, medical tests, and/or medical reports. It shall be the responsibility of the successful bidder to obtain, prior to the provision of a program/service to a

LCWDA client, any authorization, release, or waiver it deems necessary from the client/client's legal guardian in order to ensure LCWDA's access to client records. In addition, the following conditions shall apply:

- S The Fiscal Agent and LCWDA shall have the authority to examine the books and records used by the successful bidder in accounting for expenses incurred under the contract. Should these books and records not meet the minimum standards of the accepted accounting practices of the LCWDA, who reserves the right to withhold any or all of its funding to the successful bidder until such time as it does meet these standards.
- S The Fiscal Agent and LCWDA shall have the authority to examine all forms and documents used, including, but not limited to, purchase orders, supply requisitions, invoices, journal vouchers, travel vouchers, payroll checks, and other checks used by the bidder's organization.
- S LCWDA may require the bidder's organization to use any or all of the LCWDA's and/or the Fiscal Agent accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of all fiscal matters relating to the contract.
- S The Fiscal Agent and LCWDA reserves the right to dispatch monitors and/or auditors of its choosing to any site where any phase of the program/service is being conducted, controlled, or advanced in any way, tangible or intangible. Such sites may include the home office, any branch office, or other locations of the successful bidder if such sites or the activities performed thereon have any relationship to the programs covered by the contract. Monitors and/or auditors shall be authorized to examine any and all records ("Records" as defined above); to make physical inspections of the program/service site(s), including materials and equipment used on site; to make physical observations of the program/service activity being conducted; and to conduct personal interviews with clients and with bidder's organization staff concerning the program/service.

Equal Employment Opportunity

Discrimination and Harassment Prohibited:

Discrimination or harassment in any manner against any person connected with the WIA activity on the basis of race, color, gender, religion, national origin, age,

disability, political affiliation or belief, or (for clients only) citizenship or status as a WIA participant is strictly prohibited.

The successful bidder shall comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998 (WIA), including Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d et. seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794); the Age Discrimination Act of 1975, as amended (42 USC 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 USC 1681, et seq.); and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of compliance.

Client and Organization Complaint Process:

WIA clients and successful bidder staff connected to the WIA activity shall have the right to use the complaint procedures outlined by the Ohio Department of Job & Family Services and the U.S. Department of Labor Civil Right Center (CRC) for resolution of any dispute relating to the WIA program which involves discrimination on the basis of race, color, gender, national origin, religion, political affiliation or belief, or status as a WIA participant.

The successful bidder shall cooperate in the investigation and resolution of any complaint to which it is a party, and shall abide by the terms of any resolution or decision made under the procedures.

EEO Notices:

The successful bidder shall provide initial and continuing notice, in the language and format specified by the LCWDA, that it does not discriminate on any prohibited ground to WIA applicants, eligible applicants, registered participants, applicants for employment, employees, members of the general public, unions or professional organizations holding collective bargaining agreements or professional agreements with the successful bidder, and sub-grantees/subcontractors receiving WIA financial assistance from the successful bidder under the contract.

In recruitment brochures and other materials which are ordinarily distributed to the public to describe the WIA activity or the requirements for participation by subcontractors/sub-grantees and participants, the successful bidder shall indicate that the WIA activity is an equal opportunity employer/program and that auxiliary aids and services are available upon request to individuals with disabilities. Where such materials indicate that the successful bidder may be reached by telephone, the materials shall state the telephone number of the TDD or relay service used by the successful bidder. The successful bidder shall not use or distribute any publication of this type which suggests, by text or

illustration, that the successful bidder treats WIA applicants/recipients, employees, or applicants for employment differently on any prohibited ground.

Equal Treatment of Clients:

All WIA clients in the WIA activity shall be treated in the same manner as other similarly situated individuals who are not WIA clients, with respect to application of terms and conditions of employment and/or training and provision of rights. There is one exception to this requirement: youth employed in work experience may be paid only for actual hours worked and no pay is allowed for meal breaks, sick time, vacation time, holidays, or any other type of leave.

<h2>Ethical Responsibilities</h2>

Certifications:

In order to comply with its contract with the LCWDA's, the successful bidder shall execute federal certifications regarding:

- S Never having been barred, suspended, ineligibility, and involuntary excluded from participation in transactions by any federal department or agency;
- S Lobbying and disclosure of lobbying activities; and
- S Establishing and maintaining of a drug-free workplace.

Conflict of Interest:

Every reasonable course of action must be taken by the successful bidder in order to maintain the integrity of the expenditures of public funds and to avoid any favoritism or questionable or improper conduct. The contract shall be administered in an impartial manner, free from personal, financial or political gain. The successful bidder, its executive staff, and employees, in administering the contract, shall avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

The successful bidder must proactively establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by, a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties, in connection with the WIA activity.

LCWDA recommends that successful bidder, if they have not already done so, should establish a written code of ethical conduct for employees; should provide training in ethical conduct to employees; and should provide consequences for unethical employee conduct.

Conducting Business Involving Relatives:

No relative by blood, adoption, or marriage¹ of any executive or employee of the successful bidder shall receive favorable treatment from the successful bidder for enrollment into or employment related to the WIA activity. The successful bidder shall also avoid entering into any subcontract or agreement to provide programs or services related to the WIA activity with an executive's or employee's relative by blood, adoption or marriage. When it is in the public interest for the successful bidder to provide a service related to the WIA activity with a relative, the successful bidder shall obtain written approval from the LCWDA before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.

Nepotism:

No individual may be placed in WIA training or employment activity if a member of that person's immediate family is directly supervised by, or directly supervises, that individual.

Political and Sectarian Activities:

No sectarian (i.e., religious) or political activities may be conducted in connection with the WIA activity. Participants shall not be employed through the WIA activity to carry out the construction, operation, or maintenance of any part of any facility that is used or is to be used for sectarian instruction or as a place for religious worship (except that maintenance of a facility is allowed if it is not primarily or inherently devoted to sectarian instruction or religious worship, i.e., where the successful bidder operating the facility is part of a program or activity providing services to participants).

Fiscal Specifications and Budget Preparation**General Rules for Costs:**

All proposed costs must be necessary and reasonable for the proper and efficient operation or administration of the WIA activity, and must be allocable (i.e., their eventual use can be identified as applicable to a cost objective). The following types of costs may *not* be charged to this proposal:

- S Any cost which is either not authorized or is prohibited by federal,

¹“Relative by blood, adoption, or marriage” shall include: spouse, significant other, child (including adult children), parent, sibling, sibling's spouse, aunt, uncle, niece, nephew, stepparent, and stepchild (including adult stepchildren).

state, or local laws, regulations, or policies, or the terms of LCWDA grant(s).

- S Any cost charged or used to meet the cost sharing or matching requirement of, any other federally funded program in either the current or a prior period.
- S Costs for activities, programs, or services which are currently being provided with non-WIA funds. Successful bidders may be required to submit documentation of current level of services and/or funding.

Proposed costs must be consistent with policies, regulations, and procedures that apply uniformly to other activities of successful bidder's organization.

Costs arising from the operation of another federal grant or WIA program may not be shifted to the proposed WIA activity's budget to overcome fund deficiencies, avoid restrictions imposed by law or grant agreements, or for other reasons.

Applicable credits such as rebates, discounts, refunds, and overpayment adjustments, as well as interest earned on any of these funds, shall be credited as a reduction of costs if received during the same funding period that the cost was initially charged. Credits received after the funding period shall be returned to Fiscal Agent for transmission to the U.S. Department of Labor. Contractors have sixty (60) days to submit billing from end of contract date. No invoices will be accepted past that date.

Payroll and Distribution of Time:

Amounts charged to WIA programs for personal services shall be based on payrolls documented in accordance with generally accepted practices. Time and attendance or equivalent records shall support payrolls for individual employees and shall be signed by the individual employee and by a responsible supervisory official attesting that the records are accurate and true to the best of their knowledge and belief. Salaries and wages of employees chargeable to more than one cost objective shall be supported by appropriate cost distribution records. The method used shall produce an equitable distribution of time and effort, and:

- Where time distribution reports are used, these reports shall reflect an after-the-fact determination of the actual activity of each employee. Budget estimates determined before the services are performed do not qualify as support for charges to the program.
- Where time distribution reports are used, these reports shall be signed by the individual employee and by a responsible supervisory official.
- Regardless of the method used, each report shall account for the total activity for which the employee is compensated and which is required in fulfillment of their

obligations to the successful bidder.

Indirect Costs and Shared Costs

Successful bidder may not charge any indirect cost to the proposed budget without submitting written evidence to LCWDA that it has obtained prior approval of an Indirect Cost Allocation Plan from a federal agency from which it is receiving funds. The Fiscal Agent has the responsibility for approving bidder's indirect cost rate in its proposal.

If shared costs are being charged to the proposed budget, the allocation methodology used to determine the allocation to this proposal must be clearly documented and disclosed in the proposed budget. The proposed budget must state the source and amount of any funds anticipated from other sources that may contribute to the completion of the proposed project.

Program Income

Program income means income received by the successful bidder directly generated by an activity supported by a WIA contract, or earned only as a result of the contract. Program income includes income from fees or services performed and from conferences; income from the use of rental of real or personal property acquired with funds; income from the sale of commodities or items fabricated under the contract; revenues earned by a governmental or private non-profit service provider under a reimbursable award that are in excess of the actual costs incurred in providing the service; and interest income earned on advances of funds. Any fees received by the successful bidder from other agencies for certifying WIA participant forms or entering participant data into any participant information system must be included as program income.

Costs incidental to the generation of program income, if not already charged to the contract, must be subtracted from the amount earned to establish the net amount of program income available for use under the contract. A successful bidder may retain any program income generated by WIA funds only if such income is added to the funds committed to the particular WIA contract under which it was earned; and such income is used for WIA purposes and under the terms and conditions applicable to the use of contract funds. Program income is subject to WIA classification of costs and administrative cost limitations. Program income may be allocated to both administrative and program cost categories based on the proportionate share of actual costs incurred attributable to each category. Program income shall be used prior to the closeout of the program year to which the earnings are attributable and returned if not used.

ATTACHMENT A

NAME OF BIDDER

TYPED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE SIGNED

ADDRESS

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

TOTAL DOLLARS REQUESTED _____

TOTAL PARTICIPANTS TO BE SERVED _____

COST PER PARTICIPANT/PLACEMENT _____

TYPE OF PROGRAM PROPOSED:

		Customer to be Served/ Activity	Average Cost for Activity*	# Of Adults to be served	# Of Dislocated Workers to be served	# Of Youth to be served
WIA Title I	Registered Core					
	Intensive					
	Training					
	Follow-up					
	Business Services					
1 Stop	Universal Core					
	1 Stop Operation and Mgmt.					
Other:						
TOTALS:						

*Sum Total of "Average Cost for Activity" column *must* equal the total program budget computed in Budget E-2, line III, column C. Total WIA Funds Requested.

ATTACHMENT B

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

Company Name: _____

Company Address: _____

Telephone Number: _____ FAX: _____

The name and telephone number of the person(s) who has (have) the authority to submit proposals:

The name and telephone number of the person(s) who has (have) the authority to sign contracts:

The bidder's organization type (e.g., corporation, sole proprietorship, etc.)

Status of bidder's organization or business:

Public agency _____

Private non-profit _____

Private for-profit _____

Other _____

Bidder's date of Inception _____

Date of establishment/incorporation:

Federal Employer Identification Number (FEIN):

Worker's Compensation Account Number:

Unemployment Insurance Account Number:

Is the bidder co-owned or controlled by a parent company or organization?

____ Yes ____ No

If yes, name of parent company or organization _____

Attachment B (continued)

Is the bidder authorized to do business in the State of Ohio?

☐ Yes ☐ No

Has bidder ever filed for reorganization under the bankruptcy laws of Ohio or any other state?

☐ Yes ☐ No

If yes, what was the date and disposition of this action?

Is the bidder bound by Federal, State, or local Affirmative Action Or Equal Employment Opportunity rules?

☐ Yes ☐ No

If yes, has the bidder filed all required EEO reports to the necessary agencies?

☐ Yes ☐ No

The bidder certifies that it is neither barred nor suspended under Federal and State rulings from receiving federal funds.

☐ Yes ☐ No

Does the bidder have current or future plans for a buyout or sale to another person or entity?

☐ Yes ☐ No

The bidder certifies that it will not enter into contracts with subcontractors who are barred or suspended from transactions to complete work related to this Request for Proposals.

☐ Yes ☐ No

The bidder certifies it will not use the contract funds to lobby.

☐ Yes ☐ No

The bidder certifies it is a drug-free work place.

☐ Yes ☐ No

The bidder certifies it is not delinquent on any federal debt.

☐ Yes ☐ No

NON-COLLUSION CERTIFICATE

I certify that I am the:

TITLE

And the duly authorized representative of:

BIDDER'S NAME

ADDRESS

CITY

STATE

ZIP CODE

And that neither I nor to the best of my knowledge, information, and belief, the above named firm or organization nor any of its other representatives I hereby represent have:

(a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;

(b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer or herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and acts here stated.

Signed:

Type Name:

Date:

NO FINDINGS FOR RECOVERY AFFIDAVIT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND NOTARIZED

I _____, _____ of _____
(NAME) (TITLE) (NAME OF BIDDER)
affirm that at the time that I submitted the bid for _____
(BID TITLE)
to the Board of Lucas County Commissioners on _____ that
(DATE)
_____ has an / has no unresolved
(NAME OF BIDDER) (CIRCLE ONE)
finding for recovery from the State Auditor per Ohio Revised Code
Section 9.24.

(If there is unresolved finding for recovery from the State Auditor,
complete the following section)

The amount of unresolved finding for recovery due the State Auditor is
_____ and unpaid penalties and interest are _____.
(AMOUNT) (AMOUNT)

(SIGNATURE)

(COMPANY)

(DATE)

Sworn to and subscribed before me this _____ day of, _____ 20____.

(SEAL)

(NOTARY)

My Commission Expires:

Budget Information (For Attachment E)

1). For each budget line item, estimate the total cost to deliver WIA funded core services in Column A and the total cost of The Source operation and management services allocable to WIA funds in Column B. The total WIA funding being requested in this proposal is then summed in Column C.

Also list the shared costs of operation and management of The Source which will be charged to non-WIA funds, *i.e.* other Partners using The Source, in column D. All Partners must pay their share of The Source costs based on the benefit to their program(s). Finally, sum the total cost of The Source (Column C + D) in Column E.

2). For salaries, list each staff position that will spend time on the services at The Source (core and/or operation), followed by the percent of time to be spent on WIA core services and/or WIA One-Stop operation and management. (List both percents for staff who will work on both core services and One-Stop operation and management).

3). For administrative costs, bidder may use an Indirect Cost Rate approved by its federal cognizant agency. Provide the percentage and amount for administrative costs on line II. To validate this rate, provide either its U.S. Government Certified Indirect Cost Rate Agreement or certificate as validated by its accounting firm.

4). For each of the five (5) columns, calculate the total budget in line III, which is the sum of direct costs (line I) and indirect costs (line II) if applicable.

5). In the Program Breakdown grid on page 3 of Attachment E, distribute the WIA funds being requested in this proposal (Line III, Column C of the budget) by WIA funding silo, (*i.e.*, Administration, Adult, Dislocated Worker, and Youth). For Administration, enter the total Indirect Cost computed on Line II, Column C of the budget not to exceed 10% of the total amount being requested. For Adult, Dislocated Worker, and Youth, distribute the total WIA budget from Line I, Column C of the budget to the appropriate silo based on the ratio of customers of each type to be served in The Source. An example of this calculation is provided below the grid.

Note: Bidder may recreate Attachments E on bidder's own electronic spreadsheet (*i.e.*, Excel) as long as bidder have each item listed.

BUDGET FORM

Attachment E, page 1

		Projected Line Item Budget Costs				
Shared Cost Item		A. Cost of WIA funded Core Services	B. WIA related cost of One-Stop operation/ mgmt.	C. Total WIA funds requested (A+B)	D. One-Stop Cost to be charged to non-WIA partners	E. Total Cost of One-Stop (C + D)
Facilities Pool						
Lease Cost (includes common area)						
Utilities						
Maintenance-Janitorial Service						
Maintenance-Building (repairs)						
Total: Facilities Pool						
One-Stop Mgmt. Pool	% of Time to WIA Service(s)					
One-Stop Operator/Manager						
Receptionist/Greeter						
Data Entry Support Staff						
Fiscal Support Staff						
Tech. Support Staff						
Total: One-Stop Mgmt Pool						
Resource Room Pool						
Computer Equipment						
Copier/Maintenance						
FAX/ Maintenance						
Telephone System						
Internet Access						
Furniture						
Audio/Visual Equipment						
Consumable Supplies						
Total: Resource Room Pool						
Equipment and Supplies Pool						
Telephone System/ Equipment						
Copier/Maintenance						
FAX/ Maintenance						
Postage						
Furniture						
Office Supplies						
Common Tracking Software						
Computer Equipment						
Total: Equipment Supply Pool						

BUDGET FORM

Attachment E, page 2

Outreach/Marketing Pool					
Brochures/Printed Material					
Billboard Advertising					
Media Advertising					
Orientation Materials					
Signage					
Other					
Total: Outreach/Market. Pool					
Miscellaneous Pool					
Travel					
Consultation Fees					
Insurance					
Other					
Total: Miscellaneous Pool					
I. Total - All Cost Pools					
Indirect Cost Rate (Rate %)					
II. (Total - All Cost Pools*Rate= Indirect Cost)					
III. TOTAL BUDGET (Lines I - II)					

BUDGET FORM

Attachment E, page 3

Program Breakdown Grid	# Of Participants	% Of Total Participants	Budget Allocations (% Of Total Participants X Total Program Budget)
Administration(Cannot exceed 10% of contract)	NA	NA	
Adults			
Dislocated Workers			
Youth			
Total (Final Column must equal III Total Budget)			

EXAMPLE:

	# Of Participants	% Of Total Participants	Budget Allocations
Administration(Cannot exceed 10% of contract)	NA	NA	\$50,000
Dislocated Workers	55	37%	\$370,000
Adults	75	50%	\$500,000
Youth	20	13%	\$130,000
Total	150	100%	\$1,050,000

Conflict of Interest/Non-Disclosure Statement

I _____ acknowledge that I have been appointed to conduct a review of certain proposals for the provision of goods and services to the Workforce Investment Board of Lucas County acting by and through the Lucas County Workforce Development Agency, an agency of the Lucas County Board of Commissioners.

I understand and acknowledge that my review of the proposal(s) could be a factor in the determination of whether that (those) proposal(s) is (are) accepted or not. I hereby attest and affirm that no conflict of interest, personal organizational, real or apparent, exists with respect to my participation in the aforementioned review. If during the course of reviewing any proposal I become aware of an actual or potential conflict of interest with that proposal, I will notify the Director of the Lucas County Workforce Development Agency, or his/her designee at (419) 213-6300 and seek his/her advice on whether to withdraw from the review of that proposal.

Furthermore, I will not disclose any information obtained in my review of a proposal to anyone except other reviewers officially assigned to review that proposal. The information I agree not to disclose (except as otherwise permitted) includes, but is not limited to: the number of respondents to a solicitation for proposals; the names of individuals and organizations that respond, technical information and cost/pricing data of the respondents.

At no time during or after the review of any proposal will I disclose any information regarding the review of a specific proposal and/ or the review process itself except to individuals authorized to receive such information or as may otherwise be permitted by law. In the event an unauthorized individual seeks such information from me, I shall immediately refer them to the agency official responsible for the procurement.

Signature

Title

Date

LUCAS COUNTY WORKFORCE POLICY BOARD
Workforce Investment Act Title I Adult & Dislocated Workers

Proposed Evaluation Criteria

Proposal Number:

Name of Bidder:

Name of Evaluator:

Date of Evaluation:

Criterion:

Points:

Budget: Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds. Bidder's administrative environment and fiscal responsibility.

(0-20)

Organizational Capabilities: Previous successful experience in operating similar programs. Qualifications of bidder's personnel who will be providing the activity. Ability to leverage other funding.

(0-10)

Service Delivery: Completeness and quality of planned program's activities and services to jobseekers and businesses.

(0-25)

Coordination Strategy: Extent to which the proposed program's design incorporates businesses, One-Stop staff, providers, and community partners.

(0-10)

One-Stop Certification: Bidder's plan to meet/maintain State of Ohio and WIB-defined certification standards.

(0-20)

Outcome Reporting: Bidder's plan to achieve goals, track clients and meet performance standards.

(0-15)

TOTAL POINTS

Total of 100 Points Possible - Must Score 70 or More Points to Qualify.

(0-100)

Proposals receiving a minimum average score of 70 points on the written evaluation will advance to the Oral Evaluation process.

Oral Evaluation

An oral evaluation process will be conducted, consisting of:

- Presentation by bidder not to exceed 10 minutes;
- Questions and answers on the RFP.

Bidders will be scored by the oral panel on the following:

ORAL EVALUATION		
Category	Points Available	Points Earned
Capability of management to effectively handle the risks associated with operating a center	25	
How services and/or products will be accomplished within the financial resources available to the center	25	
How revenue will be generated to increase number of customers and/or services	25	
The marketing strategy planned to capture, keep and increase the customer flow	25	
TOTAL	100	

Total Maximum Score

100

The written and oral scores will be added for the overall evaluation score of a proposal. Proposals will be ranked by overall score.

Review Panel Composition

The oral review panel shall be made up members of the WIB, unless such board member has a conflict of interest as outline in this RFP's Conflict of Interest statement and the WIB By-Laws.

Workforce Investment Act, Title I State Performance Measures

In order to pass performance standards, a score of 80% for each measure must be met.
In order to qualify for state incentives, a cumulative score of 100% for each program area must be met and no score for any measure may fall below 80%.

Program Area	Measure	State Level Year 3	80% of State Level Year 3	State Level Year 4	80% of State Level Year 4	State Level Year 5	80% of State Level Year 5
Adult	Entered Employment Rate	72.0%	57.6%	71%	56.8%	71%	56.8%
	Employment Retention Rate	81.0%	64.8%	82%	65.6%	82%	65.6%
	Earnings Change in 6 months	\$3,750	\$3,000	\$2,825	\$2,260	\$2,543	\$2,034.4
	Employment and Credential Rate	65.0%	52.0%	62%	49.6%	63%	50.4%
Dislocated Worker	Entered Employment Rate	81.0%	64.8%	78%	62.4%	78%	62.4%
	Employment Retention Rate	88.0%	70.4%	88%	70.4%	88%	70.4%
	Earnings Replacement Rate in 6 months	93.0%	74.4%	88%	70.4%	88%	70.4%
	Employment and Credential Rate	65.0%	52.0%	66.3%	63.04%	66.3%	53%
Older Youth 19-21 yrs.	Older Youth Entered Employment Rate	67.0%	53.6%	61%	48.8%	63%	50.4%
	Older Youth Employment Retention Rate	77.0%	61.6%	78%	62.4%	78%	62.4%
	Older Youth Earnings Change in 6 months	\$3,200	\$2,560	\$2,761	\$2,208.8	\$2,485	\$1,988
	Older Youth Employment and Credential Rate	55.0%	44.0%	42%	33.6%	45%	36%
Younger Youth- 14-18 yrs.	Younger Youth Skill Attainment Rate	77.0%	61.6%	60%	48%	70%	56%
	Younger Youth Diploma or Equivalent Attainment Rate	60.0%	48.0%	52%	41.6%	52%	41.6%
	Younger Youth Retention Rate	55.0%	44.0%	50%	40%	55%	44%
Customer Satisfaction	Participants	75.0%	60.0%	76.5%	61.2%	76.5%	61.2%
	Employer	70.0%	56.0%	71.4%	57.12%	71.4%	57.12%

Checklist of Items to be Returned with Proposal

_____ **“Cover Page” Attachment A**

_____ **Executive Summary (1 Page Maximum)**

_____ **“Checklist of Items to be Returned with Proposal”**

_____ **“Representation, Assurances, and Certification” Attachment B**

_____ **Articles of Incorporation (If applicable)/Principal Officers**

_____ **Organization’s Financial Statement**

_____ **“Non-Collusion Certificate”, Attachment C**

_____ **“No Findings for Recovery Affidavit”, Attachment D**

_____ **“Budget”, Attachment E1-E2**

_____ **Budget Narrative-Statement of Work (2 Page Maximum)**

_____ **Indirect Cost Agreement (If applicable)**

_____ **“Table of Contents” to begin Narrative**

_____ **Program Narrative (20 Page Maximum)**

_____ **ATTACHMENTS**

_____ **Organizational Chart**

_____ **Key Staff Biographies**

_____ **Key Staff Licensure**

_____ **Job Descriptions of Funded Staff**

_____ **Letters of Support from Prospective Employers**

_____ **List of Five (5) Employers Verifying Labor Market Information**

_____ **Letters of Coordination and Linkage**

_____ **Letter of Joint Venture (If Applicable)**